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ST-2199

Approved For Release 2003/11/19 : CIA-RDP85-00037A000100030048-2

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18 November 1952

WEEKLY ACTIVITY REPORT #47

NEW ACTIVITIES:

I. Office of Acting Chief, Assessment and Evaluation

A major part of the past week has been spent in writing Personnel Evaluation Reports on members of the Assessment and Evaluation Staff.

II. Assessment Branch

- a. Assessment cases scheduled13
- b. Assessments performed 8
- c. Assessment cases written 8

III. Training Evaluation Branch

a. At the request of OTR, specifically [redacted] we have had a series of conferences with the latter concerning the problems of reducing all the training records to IBM cards and/or easily recorded summaries of pertinent training data on all personnel subjected to training. Because of the variety of training evaluation forms and methods used in the past, as well as proposed future changes it has been difficult to develop a standard recording procedure which would be efficient in terms of research as well as efficient in terms of a simple record retaining information which the OTR should presumably have on hand for reference. The problem is under continuing discussion, with [redacted] of R & V assuming the role of chief advisor since he will be in charge of the actual implementation of the transmission and reduction of personnel training files in question.

b. We have had consultations with [redacted] on the development of a training report in letter form which would summarize the unfavorable status of a student in training to the interested branch or division in terms of prospective assignment and suggested personnel action. A discussion was held with [redacted] concerning the drawing up and practicability of a summary training evaluation report to be used for their records, as well as a form letter transmitting individual training information to the interested desk.

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c. Preparation for the sociometric training evaluation of the next graduating PM class [] is now underway. Little change is contemplated, except for minor details for the sociometric procedures to be used for this class, compared to the last effort. Like the last groups, sociometric evaluations will be complemented by course grades and a summary of staff comments. The evaluation date has been set for Thursday, 4 December 1952.

d. Training evaluations for OC-39 and ADMIN-39 have been recorded and verified.

e. Training evaluations for ADMIN-39 have been reviewed and disseminated.

IV. Research and Validation Branch

a. [] is attending a special advanced course at the International Business Machines school.

b. A preliminary report on the study of psychological requirements of the intelligence officer is in preparation.

V. TR(G) Branch

a. Regular tests were administered to 4 prospective professional trainees.

b. The above tests are in the process of being scored and recorded.

OLD ACTIVITIES:

I. Research and Validation Branch

Work is continuing on the item analysis of the Interpretation of Data test.

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Acting Chief
Assessment and Evaluation

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